

ATTACHMENT 6



GUIDELINES FOR INSPECTION OF PUBLIC RECORDS

All public records of the State Department of Toxic Substances Control which are subject to disclosure under the provisions of the California Public Records Act (Government Code §6250-6268), are open to inspection by the public during normal office hours of the office where those records are located. However, certain Department records are confidential, e.g., patient records, attorney-client privilege, trade secret, personnel records, etc., and by statute, are exempt from disclosure to the public.

Any person who wishes to inspect a public record may present his/her request to the file room technician at the office where the record is located. The requestor must identify the requested record by a specific brief description and approximate date. No record may be removed from the office. The requestor may obtain a copy of a specific identifiable public record which is subject to disclosure. However, the Department cannot provide copies of large or voluminous numbers of records (more than 50 copies). A person who wishes to copy more than 50 pages must utilize a copy service or otherwise provide for reproduction of the records at the Department's offices.

A request for a copy of an identifiable public record must be accompanied by payment of the prescribed fee. A minimum departmental fee of \$.25 per page will be charged. Cost of mailing will be charged to those receiving the material and will be mailed first class unless other arrangements are made by the requestor. The requestor may reproduce a public record by his/her own means subject to the limitation that no record is removed from the office and that the record is not damaged by the reproduction equipment.

The Department may temporarily deny or restrict inspections of non-exempt public records under any of the following circumstances:

1. The records are, at the particular time, required by staff of the Department or other state officials to perform their duties.
2. The Department has reason to fear defacement or other injury to the records and it is not possible to supervise the inspection of the records at that particular time.
3. Other members of the public are waiting to inspect the records.
4. An individual is monopolizing certain records to the detriment of other members of the public who wish to inspect the same records.
5. An unusual amount of time will be required to locate the records.